

# York County Clerk of Courts

## Organizational Chart

**Georgine Keiser**

Acting Clerk of Courts

**Wendy Bossard**

Acting Chief Deputy Clerk of Courts  
Appointed (1)

**Asst. Chief Deputy Clerk of Courts**  
Judicial Services Unit Manager  
Appointed (Vacant)

**Amber Wise**

Admin Assistant (1)

Purchasing/Supplies  
Collections Reports  
Post Sentence Motions  
Informations  
Arraignments  
Switchboard Services  
Minutes

### COST AND FINES UNIT

**Carrie Zentiska**  
Unit Manager (1)

Deputy Clerk Cashier (3)

Bookkeeper (1)

- Assessment of Costs and Fines
- Bail/Collateral Processing
- Banking and Bookkeeping
- Cashier Services (cash, checks, bulk checks, money order, credit card, direct debit)
- Assessment of Restitution
- Filing Fee Assessments
- Deposits
- Escrow Deposits
- APO Payment Plans creation

**Nicole Sparks**

Collections Unit Manager (1)

Restitution & Collections

Specialist (3)

- Collections Enforcement (non-supervised payment plans, overdue notices, accounting notes, skip tracing, victim correspondence, Probation/Parole inquiry)
- DL Suspensions
- Judgment Filings
- Contempt Court Petitions
- Contempt Court
- Referral to 3<sup>rd</sup> Party Collections
- Bail Forfeiture Notification

### JUDICIAL SERVICES UNIT

Deputy Clerk/Court (6)

Courtroom Services-Criminal

- Judges: Snyder; Trebilcock; Musti-Cook; Ness; Bortner; Vedder; Kraft
- ICCs
- Treatment Courts
- Warrants, Bail
- Extraditions
- PV Courts
- PACfile/ERMS

Deputy Clerk Office/Court (3)

- Courtroom Support/Docketing
- Pre-Trial Prep
- PACfile/ERMS

Bail Coordinator (1)

- PennDOT DL Certifications
- Summary Appeals
- ARD

**Scott Lavis**

Juvenile and Counter Services  
Unit Manager (1)

Juvenile Court Clerk (6)

Courtroom Services- Dependency/Delinquency

- President Judge Adams
- Judges: Marceca-Strong; Platts; Prendergast; Menges; Flannelly; Kraft
- JV Court Hearing Officers Bitzer; Kahan; Neuhaus; Griest; Miller

Deputy Clerk Office/Court (4)

- Courtroom Support/Docketing
- Customer Service/Filing Counter
- Filings and Imaging Prep
- JV Drug Court, Truancy & JUMP Court
- Records Checks, Tax Collector Bonds
- Road Dockets, Forfeitures
- SCI Commitments
- PACfile/ERMS

### APPEALS, EVIDENCE and RECORDS UNIT

**Kathy Groff**  
Unit Manager (1)

Appeals Clerk (1)

- Appeals to Superior and Supreme Courts
- Evidence inventory, packaging, storage, retrieval & destruction
- Transcript requests

Deputy Clerk Office/Court (5)

- Case Creation/Arraignment
- Document Imaging Services
- Expungement Services
- Archived files tracking and processing
- Case file maintenance and quality control
- Electronic transfer of case information
- Mail Processing